

**Delaware Division of Corporations
401 Federal Street – Suite 4
Dover, DE 19901
Phone: 302-739-3073
Fax: 302-739-3812**

**Certificate of Conversion from a
Domestic Limited Liability Company
To a Non-Delaware Limited Liability Company**

Dear Sir or Madam:

Enclosed please find a form for a Certificate of Conversion from a Domestic Limited Liability Company to a Non-Delaware Limited Liability Company. The fee to file the Conversion is \$250.00 payable upon the receipt of the filing. You will receive a stamped “filed” copy of your document. If you would like a certified copy it will be an additional \$50.00. Expedited services are available please contact our office concerning these fees. Also, please contact our Franchise Tax Department for applicable Franchise Taxes that may be due. Please make your check payable to “Delaware Secretary of State”.

In order to process your request in a timely manner, please include a cover letter with your name, address and telephone/fax number to enable us to contact you if necessary. Please make sure you thoroughly complete all information requested on this form. It is important that the execution be legible, we request that you print or type your name under the signature line.

Thank you for choosing Delaware as your corporate home. Should you require further assistance in this or any other matter, please don't hesitate to call us at (302) 739-3073.

Sincerely,

Department of State
Division of Corporations

Rev. 07/04

STATE OF DELAWARE
CERTIFICATE OF CONVERSION
FROM A LIMITED LIABILITY COMPANY PURSUANT
TO SECTION 18-216 OF THE LIMITED LIABILITY
COMPANY ACT

- 1.) The name of the Limited Liability Company and (if changed the name under which it's certificate of formation was originally filed) _____
_____.
- 2.) The date of filing of its original certificate of formation with the Secretary of State is _____.
- 3.) The jurisdiction in which the business form, to which the limited liability company shall be converted, is organized, formed or created is _____.
- 4.) The future effective date or time of the conversion if it is not to be effective upon the filing of the certificate of conversion to non-Delaware entity is _____.
- 5.) The conversion has been approved in accordance with this section;
- 6.) The limited liability company may be served with process in the State of Delaware in any action, suit or proceeding for enforcement of any obligation of the limited liability company arising while it was a limited liability company of the State of Delaware, and that it irrevocably appoints the Secretary of State as its agent to accept service of process in any such action, suit or proceeding.
- 7.) The address to which a copy of the process shall be mailed to by the Secretary of State is _____.

By: _____
Authorized Person

Name: _____
Print or Type